

## **9 FAM APPENDIX N, 100 TRADITIONAL SERVICES PERFORMED FOR DEPARTMENT OF HOMELAND SECURITY (DHS) BY CONSULAR OFFICERS**

*(CT:VISA-1671; 08-17-2011)*

*(Office of Origin: CA/VO/L/R)*

### **9 FAM APPENDIX N, 101 BACKGROUND**

*(CT:VISA-1671; 08-17-2011)*

- a. *The Department of Homeland Security (DHS) has delegated certain functions to consular officers where the DHS components which would normally handle those functions are not present, or where those components are present, but do not offer public counter service. All posts **without** an appropriate DHS component -- U.S. Citizenship and Immigration Services (USCIS), U.S. Customs and Border Protection (CBP), or U.S. Immigration and Customs Enforcement (ICE), including a public counter for some services -- must provide services on behalf of DHS as outlined in this Appendix and throughout 9 FAM. Posts at which an appropriate DHS component offers public counter service **must** refer applicants seeking DHS services to that office.*
- b. *Department guidance on the provision of services on behalf of DHS is included in several FAM sections and appendices because of the length and complexity of the information. This appendix deals with the traditional functions performed on behalf of DHS. 9 FAM Appendix O relates to refugee and follow-to-join asylee and refugee processing.*

### **9 FAM APPENDIX N, 102 FINGERPRINT COLLECTION ON BEHALF OF DEPARTMENT OF HOMELAND SECURITY (DHS)**

*(CT:VISA-1632; 03-14-2011)*

- a. *Do not collect fingerprints for Department of Homeland Security (DHS) services where there is a DHS/U.S. Citizenship and Immigration Services (USCIS), U.S. Customs and Border Protection (CBP), or U.S. Immigration*

and Customs Enforcement (ICE) office physically located in the Embassy or Consulate and that DHS agency offers counter service. Instead, collect fingerprints on behalf of DHS when no DHS office is available to do so. Post should collect the DHS biometrics fee (ACRS code 80) for all fingerprints collected on behalf of USCIS.

- b. Do not use the nonimmigrant visa (NIV) or immigrant visa overseas (IVO) systems to collect or check fingerprints electronically for DHS services. Instead, collect ink prints using the Fingerprint Card (Form FD-258).
- c. Do not collect ink prints for U.S. police checks, except for U.S. citizens for whom no local alternative is available.
- d. Only collect and mail ink fingerprint cards to the Visa Office for processing when associated with adoption cases or when associated with U.S. military personnel who are submitting Form N-400, Application for Naturalization, to USCIS. All other fingerprint cards should be forwarded to the requesting DHS office.
- e. Contact your post liaison officer in CA/VO/F/P with questions regarding the collection of fingerprints on behalf of DHS.

## **9 FAM Appendix N, 102.1 Procedures for Taking Ink Fingerprints**

*(CT:VISA-1295; 09-14-2009)*

Fingerprinting procedures are as follows:

- (1) Verify the identity of the person being fingerprinted;
- (2) Have the visa applicant sign Form FD-258, Applicant Fingerprint Card; type in any aliases; and have the person taking the fingerprints sign and date the card;
- (3) Print each finger in the correct sequence (the card indicates right and left hand). Using light pressure, roll each finger from nail to nail to ensure legibility. If the prints are illegible, the FBI will reject them for processing, causing a delay in the processing of the applicant's case and unnecessary expense for the Bureau;
- (4) Complete the lower blocks by taking simultaneous impressions as noted on the card. (The best impressions are obtained when the applicant's fingers are clean and dry.); and
- (5) To avoid delays, verify that the prints are clear, complete and legible before the applicant leaves the building. Posts should refer to 9 FAM 42.67 Exhibit I, the FBI publication, "Technique for Taking Good Fingerprints."

## **9 FAM Appendix N, 102.2 Preparing Fingerprint Card**

*(CT:VISA-1295; 09-14-2009)*

The employee taking the fingerprints must prepare the card for mailing as indicated below:

- (1) Use the proper Form FD-258, Applicant Fingerprint Card;
- (2) Use black ink for the handwritten portion;
- (3) Posts should be sure to put their post code (post's three-letter abbreviation) in the OCA block;
- (4) The ORI block must show USHNVC1Z for NIV cases and USHNVC0Z for IV cases; and
- (5) Complete all required fields on the card. These fields are:
  - (a) Subject's name (last, first, middle) and any aliases;
  - (b) Subject's date of birth. If a date of birth is unknown, use 01/01 with an approximate year of birth; and
  - (c) Sex and descriptive data of the applicant.

## **9 FAM Appendix N, 102.3 Ordering Fingerprint Cards**

*(CT:VISA-1295; 09-14-2009)*

Standard stock Form FD-258 (blue ink) may be ordered from the General Services Division of the Bureau of Consular Affairs (CA/EX/GSD). If post prefers to use the treated (inkless) version of Form FD-258, posts should request the cards directly from:

DACTEK INTERNATIONAL, INC.  
8117 Orion Avenue  
Van Nuys, CA 91406  
Phone: 818-787-1901  
Fax: 818-988-9776